

## Procedure for Request for Action (RFA) by Falls Run Board

The Falls Run Community Association Board of Directors has established the following procedure to be used to request an action by the Board:

- O A committee or group asking the Board to take a particular action will complete The Request for Action (RFA) form and submit it, preferably electronically, to the Board.
  - O The requestor should consider which pieces of information will be required for the Board to make its decision. Detailed information providing background and supporting the RFA may be attached.
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### Request for Action by Falls Run Board of Directors

**Committee or activity:**

**Chairman or initiator of request:**

**Description of issue:** Describe the situation as it exists. What deficiencies or problems exist that will be corrected by actions approved by the Board (anything critical)?

**Action requested of Board of Directors:**

*Statement of requested action:* State specifically what the Board is being asked to approve.

*Listing of attachments:* Attach those detailed items required to support the request.

**Statement Supporting Requested Action:**

*History supporting request:* What is the background for the request? How did it come about?

*Importance and timeliness of requested action:* Is this request important to Falls Run or a component of Falls Run? Does the action have to be taken immediately or can it wait?

*Options available to deal with issue:* Are there are other ways to deal with the issue and, if so, what are the good/bad points?

*Summary statement for requested action:* In a nutshell, why should the Board approve this request?